

## Civilian Education System (CES) Ft. Leavenworth Campus Travel/Funding Information

### Funding:

Most permanent Department of the Army civilians and Local National employees are centrally funded. Military members, DECA employees, term and temporary employees, and non-Department of the Army employees are funded through their own organizations.

### Defense Travel System (DTS) Travel Authorization/Orders:

**If you are using DTS or have the capability to use the DTS, follow the instructions below:**

**CREATE** your authorization in DTS.

Make sure you have included:

- **Student Notification Letter:** Please upload the student notification letter you received from the AMSC Academic Student Support Team to the substantiating records located under the expense tab. Failure to do so will result in your authorization being returned without action.
- **Price of the airfare and any applicable CTO fee.** ALL transportation arrangements (airfare/rail\*) must be reserved using the DTS reservation module.  
  
\*For rail travel in Germany please use [www.bahn.com](http://www.bahn.com) to reserve rail transportation.
- **Travel to/from the airport (on both ends of travel).** Taxi/shuttle should be the preferred method. Travelers cannot be directed to drive POV or rental car.
- **TDY location is Ft. Leavenworth, KS.** Students are authorized full per diem for meals & incidentals.
- **Lodging.** DO NOT make your hotel reservation through DTS – AMSC has reserved a block of rooms with IHG Army Hotel. REMOVE lodging per diem. Lodging should indicate \$0.00. **For centrally funded students**, lodging is paid for by the Privatization of Army Lodging (PAL) Contract. You will not be charged or receive a billing statement for lodging expense. **Those students who are NOT centrally funded** should include lodging expense and will receive a billing statement – please contact the IHG Army Hotel for room rate.
- **Laundry.** Laundry expense is limited to \$30 for Basic Course students and \$45 for Intermediate Course students. Laundry can be claimed up to the authorized expense if you actually have laundry expenses.
- **Baggage.** Travelers are authorized two bags, not to exceed 50 pounds per bag, and must be within airline regulations for standard bag rate. Oversized/overweight charges will not be reimbursed.

### ADDING THE LINE OF ACCOUNTING (LOA):

- The LOA **WILL NOT BE MADE AVAILABLE** until **THREE WEEKS** prior to the course start date. Note: Students cannot create the orders any earlier than three weeks prior to the course start date! Orders created prior to three weeks before the class start date, would be incorrectly routed.

- Basic Course (BC) uses: 12 AMSC-W BC1  
Intermediate Course (IC) 12 AMSC-W IC1

Use the following cost comparison formula and annotate the cost comparison in the Comments to the Approving Official field. Cost construct formula: airfare + CTO Fee + round trip taxi + excess baggage **VERSUS** round trip mileage + tolls + (at a minimum) \$123 additional per diem for each day over 400 miles.

**USE OF GOVERNMENT TRAVEL CARD:**

DOD policy in support of the Travel and Transportation Reform Act (TTRA) of 1998 states that **all federal employees (including military personnel) must use the government travel charge card for Official travel expenses arising from government travel which is outlined in the FMR, Volume 9, Chapter 3.** Please note that at a minimum, the GOVCC must be used for airfare, lodging and rental car. Travelers are encouraged to use the GOVCC whenever possible for TDY expenses while TDY. The **ONLY** exception is leave in conjunction with TDY when the Leave location is not at the TDY location or at an enroute airport location using Contract City Pair flight. GOVCC cannot be used while in a Leave status.

**LEAVE IN CONJUNCTION WITH TDY:**

When Leave in Conjunction is not at the TDY location, the traveler must make their airfare arrangements outside of DTS. Government fares cannot be used to fly to/from a Leave location not at the TDY location. The traveler's authorization must indicate a Personally Procured Ticket with Comments to the Approving official annotating the one way Government fare and that the traveler is reimbursed either the Government fare or full amount of Personally Procured ticket whichever is the lesser. A copy of the Personally Procured airfare receipt must be attached to the travel voucher submission to validate which is cheaper to the Government). **DO NOT use your government travel charge card for personally procured ticket.**

**CORPS OF ENGINEERS EMPLOYEES:**

**If you are Corps of Engineers employee and have never had a DTS account:**

- Fill out the DTS User Form (below).
- Fax your DTS User Form to (913) 758-3508. The information in the DTS User Form will be used to create your DTS profile.
- Once your profile is created in DTS, the AMSC Student Support Team will email you the instructions to create your authorization in DTS. (Please allow adequate time for our travel office to create the DTS profile.)

**If you are Corps of Engineers employee and have a DTS account:**

- Fill out the DTS User Form (below).
- Fax your DTS User Form to (913) 758-3508. The information in the DTS User Form will be used to update your DTS profile.
- Once your profile is modified in DTS, the AMSC Student Support Team will email you the instructions to create your authorization in DTS. (Please allow adequate time for our travel office to create the DTS profile.)

**LOCAL NATIONAL EMPLOYEES:**

- Local National employees must submit their DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) to CES RMO. Ensure the information provided in Block 1 – 11 is correct and complete. If taking leave in conjunction, please ensure you provide the leave dates.
- Fax your DD 1610 to (913) 758-3508.
- After CAC G8 budget office receives your information, they will add the remaining information in Block 12 – 22 and email you a copy of your processed DD Form 1610. Local national employees are not authorized an advance on their travel orders.

- For voucher reimbursement please see your local travel office for guidance.

**RESOURCE MANAGEMENT OFFICE CONTACT INFORMATION:**

Until the completion of the Enterprise Email Migration please send all correspondence to both email addresses.

[leav-atzlrn@conus.army.mil](mailto:leav-atzlrn@conus.army.mil)

[usarmy.leavenworth.CAC.mbx.atzlrn@mail.mil](mailto:usarmy.leavenworth.CAC.mbx.atzlrn@mail.mil)

**AMSC CONTACT INFORMATION**

Academics Student Support Team

Phone: 913-758-3506/3561

Fax: 913-758-3508 DSN: 585

E-mail: [cesbc@conus.army.mil](mailto:cesbc@conus.army.mil)

Home Page: [www.amsclbelvoir.army.mil](http://www.amsclbelvoir.army.mil)

DTS USER FORM

Office Phone Number:

AKO Email Address of Traveler:

Social Security Number:

Electronic Funds Transfer (EFT) Account Number:

Electronic Funds (EFT) Routing Number (9 digits):

Savings or Checking:

Citi Travel Card Account Number:

Citi Expiration Date (MM/YY Format):

Last Name as stated on CAC Card Identity properties:

First Name as stated on CAC Card Identity properties:

Middle Initial (if one is indicated on your CAC Card Identity properties):

Mailing Address Street:

Mailing Address City:

Mailing Address State:

Mailing Address Zip Code:

Is Mailing Address the same as Residential? Is yes, skip down to Organization Name.

Residential Address (If OCONUS, do not use APO address. Use actual OCONUS address):

Residential City:

Residential State:

Residential Zip Code:

Organization Name (i.e., CGSC-SAMS, AMSC):

Office Address:

Office City:

Office State:

Office Zip Code:

Military Rank (i.e., ME-04, MO-06, etc.):

Civilian Grade (i.e., GS09, YA-02, WG-05):

Course Attending:

Do you have a government credit card? \_\_\_\_ yes \_\_\_\_ no